

Syllabus

Last updated January 11, 2020, 10:01 pm.

INFO 5224 Advanced Topics in Metadata (prerequisite INFO 5223) and
INFO 6880.002 Dr. Oksana Zavalina | University of North Texas

Meets with

LING 5030 Linguistics and Languages of South Asia (prerequisite LING 3070)| Dr. Shobhana Chelliah | University of North Texas

Spring 2020 | M 2:00-4:50pm | NTDP D207A and
<https://unt.zoom.us/j/163480442>

CONTACT INFORMATION: Course Teaching Team

Instructors and course developers	Dr. Oksana L. Zavalina (OZ) and Dr. Shobhana Chelliah (SC)
Email (preferred mode of communication)	Oksana.Zavalina@unt.edu Shobhana.Chelliah@unt.edu
Phone/Voicemail	(940) 565-3776 – Dr. Zavalina (940) 565-3851 – Dr. Chelliah
Teaching Assistant	Mary Burke, M.A. in Linguistics, doctoral student in UNT Information Science PhD Program (Linguistics concentration)
Email	MaryBurke@my.unt.edu
Office hours:	By appointment – arrange via email (see above): face-to-face at UNT Discovery Park (E297A for Dr. Chelliah, E298G for Dr. Zavalina) or online in UNT Zoom video conferencing tool https://unt.zoom.us/j/8589281608 or https://unt.zoom.us/j/163480442

Course Description

Faculty from UNT College of Information departments of Information Science (Dr. Oksana Zavalina) and Linguistics (Dr. Shobhana Chelliah) will present an integrated course which provides an overview of information organization and South Asian languages with a focus on existing archival collections and the creation of new archival collections. Students will gain hands on experience in creating collections for the UNT Digital Library CoRSAL collection. The course includes readings on advanced topics in metadata creation and evaluation and readings on South Asian language history and structure. Students will work with a metadata editor and language documentation software. The course aims to prepare students for the new world of digital language archiving.

Course Student Learning Outcomes

By the end of the course, students should be able to:

- Develop understanding of language data formats, collections, and archives with specific reference to South Asian languages
- Be able to discuss relevant major typological features of South Asian languages.
- Create collection-level metadata for collections of language data
- Create high-quality item-level metadata for language data
- Gain in depth knowledge of the structure of one South Asian language in terms of phonology, morphology, and syntax and based on the datasets we curate.
- Understand important issues and current trends in metadata theory and practice in general, and in relation to language data. This includes creation, documentation, and management of metadata; metadata quality; metadata interoperability; metadata as Linked Data; existing technologies and applications; metadata use in information retrieval.
- Evaluate the quality of metadata in a digital collection and develop metadata creation guidelines for language data collection(s).

COURSE REQUIREMENTS

Effort Expected

For a 3-credit-hour course offered in a long (16 to 17 weeks) Fall or Spring semester, students should plan to spend approximately 9-10 hours a week (or over 3 hours per week for each credit hour) on readings, assignments, online activities, learning software, etc. By maintaining this level of effort throughout the semester, students are likely to be successful in the course. In addition, this level of effort will help students develop full comprehension of the subject matter.

Course Meetings and Communication Protocol

Participation in the class meetings is important for success. Students enrolled in face-to-face sections of the course are expected to attend weekly class meetings at UNT Discovery Park; attendance will be reflected in the participation component of the semester grade. Students enrolled in online sections are expected to attend and actively participate in weekly meetings via Zoom videoconferencing tool. If a student has to miss a class meeting, they are required to promptly (i.e., within 24 hours after the meeting) review posted meeting materials, including the screencast and audio recording of the meeting.

Between class meetings, students are expected to work on readings, course assignments (individually and in groups). Students should check the course site regularly – at least twice a week – for

announcements, messages, course materials, and discussions postings. Students are responsible for reading all posted materials.

Technology

Students should have substantial computer experience. Reliable and high-speed Internet access is required. Because browsers may interact differently with different web resources, it is strongly recommended to have at least two different web browsers installed on your computer. Please make sure you have the following installed:

- Firefox (note that Firefox has blocked older unsecure Java versions; if you have this problem, to get Java working again, see <http://support.mozilla.org/en-US/kb/update-and-unblock-java>).
- Internet Explorer or Safari for Mac OS.

It may be necessary to upgrade your computer system to work well with the Canvas and Zoom tools. To access course materials, you must have the latest version of Adobe Acrobat Reader or any other alternative reader of PDF files on your system. Adobe Acrobat Reader is free. To download, go to <http://get.adobe.com/reader/>. In addition, you will need MS Word or equivalent and a presentation software (such as MS PowerPoint), and should be able to submit documents in .doc / .docx and .ppt / .pptx formats. Students enrolled in online section will also need speakers (or headphones) and a microphone.

Readings

There is no required textbook in this course. Students are required to read the online articles and chapters listed as readings for specific class meeting (see the **Semester Schedule** section of this syllabus). A recommended reference is Hock and Bashir's ***The Languages and Linguistics of South Asia: a Comprehensive Guide*** (2016) available through UNT Libraries as an ebook (call number P381.S58 L365 2016eb) <https://iii.library.unt.edu/search~S12?/Xlanguages+and+linguistics+of+south+asia>

Style Manuals

In written reports, students are required to cite sources according to the format rules in the APA style manual:

American Psychological Association. (2019). *Publication Manual of the American Psychological Association* (7th edition). Washington, DC: American Psychological Association.

Style manuals are available in the reference sections of university bookstores, many mainstream bookstores, and university libraries. Excerpts and examples from APA Publication Manual are also available online at https://owl.purdue.edu/owl/research_and_citation/apa_style

Assignments and Grading

Ninety percent (90%) of the final course grade will be based on the four (4) major assignments. Additional ten percent of the semester grade (10%) will be earned through course participation.

Activity	% of semester grade
Assignment 1 (individual assignment)	10%
Assignment 2 (group assignment)	15%
Assignment 3 (group assignment)	15%
Assignment 4 / semester project (group assignment)	50%
Participation	10%
TOTAL	100%

Grades indicate the degree to which a student completes assignments according to stated requirements. Semester grades represent a sum of grades earned by a student in each assignment and participation grade. Semester grades are assigned on a 100-point scale, where:

A = 90-100	B = 80-89	C = 70-79	D = 60-69	F = 59 and below.
------------	-----------	-----------	-----------	-------------------

Incomplete Grade

An Incomplete Grade ("I") is a non-punitive grade given only during the last one-fourth of a term/semester and only if a student (1) is passing the course and (2) has a justifiable and documented reason, beyond the control of the student (such as serious illness, military service, etc.), for not completing the work on schedule. The student must arrange with the instructor to finish the course at a later date by completing specific requirements. Please refer to <http://essc.unt.edu/registrar/academic-record-incomplete.html> for more information.

Withdrawal

The UNT Graduate Catalog describes and explains withdrawal policies and deadlines. The UNT Registrar's Website <http://registrar.unt.edu/registration/spring-registration-guide> lists specific deadlines regarding withdrawal, including the deadlines to withdraw from a course with a grade of W, and to withdraw from the entire semester. Please note that a student who simply stops attending class and does not file a withdrawal form may receive a final course grade of F.

UNT Course Evaluations

The purpose of the UNT Course Evaluations is to produce valid scores for measuring teaching effectiveness and quality of the course. The intent is that the scores can be applied to a continuous improvement of the courses. Your feedback on the course is important to us and highly appreciated. Please make sure to complete the UNT Course Evaluations survey at the end of the semester. The survey for the course will be available at this website <https://unt.iasystem.org/survey> during the last couple of weeks of classes. The direct links to UNT Course Evaluation (SPOT) survey will be sent to student UNT email address in email from organization that administers survey and will also be posted by the teaching team in the course website. Participation in the SPOT survey is highly encouraged and an

extra credit (2% of the semester grade) is given by the teaching team to everyone in the class if at least 80% of students complete the survey.

UNT Americans with Disabilities Act (ADA) Compliance Statement

The University of North Texas makes reasonable academic accommodations for students with disabilities. Students seeking accommodations must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the Office of Disability Accommodation website at <http://disability.unt.edu/>. You may also contact them by phone at (940) 565-4323.

UNT Acceptable Student Behavior and Academic Integrity

Students are expected to be engaged with the course throughout the semester. Instructors will be available by appointment, and online via the learning management system. In class discussions and group assignments students are expected to demonstrate professional behavior. This means interacting in a supportive and tactful manner based on mutual respect for each other's ideas and approaches.

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at <https://deanofstudents.unt.edu/conduct>.

Standards of academic integrity are maintained and enforced by UNT faculty and administrative authorities. Academic dishonesty includes cheating, plagiarism and other unethical and illegal activities. The instructor of this course abides by and enforces the UNT policies on academic misconduct. The instructor assumes you have read and understood the UNT's Student Standards of Academic Integrity Policy (http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf).

The term "cheating" includes, but is not limited to

- the use of any unauthorized assistance in taking quizzes, tests or examinations;
- dependence upon the aid of sources specifically prohibited by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments;
- dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s)
- the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university.

The term "plagiarism" includes, but is not limited to:

- the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement;

- the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Penalties range from reducing the grade for a test or assignment to revoking an academic degree already granted. Specific policies, penalties, and the appeals process are explained in UNT's Code of Student Conduct and Discipline, Graduate Catalog, and the Policy Manual, all of which are available online.

Sexual Discrimination, Harassment, & Assault

UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these acts of aggression, please know that you are not alone. The federal Title IX law makes it clear that violence and harassment based on sex and gender are Civil Rights offenses. UNT has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.

UNT's Dean of Students' website offers a range of on-campus and off-campus resources to help support survivors, depending on their unique needs: http://deanofstudents.unt.edu/resources_0. Renee LeClaire McNamara is UNT's Student Advocate and she can be reached through email at SurvivorAdvocate@unt.edu or by calling the Dean of Students' office at 940-565-2648. You are not alone. We are here to help.

SYLLABUS REVISION

This syllabus and semester schedule may be revised during the semester. If the revisions are made, students will be promptly notified.

Semester schedule

Weeks	Topics and teaching team presentations	Read, Turn in, Present, Prepare
W1 1/13	<ul style="list-style-type: none"> • Introductions (instructors course structure, students, teams, collections) • Overview of South Asian Languages (SC) • Overview of Metadata basics (OZ) 	<p>Read before class meeting:</p> <ul style="list-style-type: none"> • syllabus <p>Read after the class meeting:</p> <ul style="list-style-type: none"> • instructor slides for week 1 • Hock and Bashir, Chapter 1 on Canvas • Linguistics Primer • Gilliland-Swetland, A. (2008). Setting the Stage. http://www.getty.edu/research/publications/electronic_publications/intro/metadata/setting.pdf • assignment 1 document <p>Submit:</p> <ul style="list-style-type: none"> • your preferred email for Portal to Texas History metadata editor profile registration
W2 1/20	<ul style="list-style-type: none"> • Overview of South Asian Languages continued: Types of data in a language archive (SC) 	<p>NO CLASS MEETING (1/20 is MLK day)</p> <p>Read:</p> <ul style="list-style-type: none"> • instructor slides for week 2

	<ul style="list-style-type: none"> Overview of Metadata continued: Data value standards, collection-level metadata review (OZ) 	<ul style="list-style-type: none"> Harpring, P. (2010). Retrieval using controlled vocabularies. [Ch. 9]. In P. Harpring, <i>Introduction to controlled vocabularies</i>. Los Angeles: Getty Research Institute. Retrieved from: http://www.getty.edu/research/publications/electronic_publications/intro_controlled_vocab/retrieval.html
W3 1/27	<ul style="list-style-type: none"> Genetic Classification of South Asian Languages (SC) Metadata and user needs and tasks, user studies (OZ) 	<p>Read before class meeting:</p> <ul style="list-style-type: none"> instructor slides for week 3 <p>Assignment 1 DUE January 27, 11:59pm Central: (10% of the semester grade)</p> <ul style="list-style-type: none"> Review of basic concepts in Linguistics and Metadata
W4 2/03	<ul style="list-style-type: none"> Orthographies and manuscripts (SC in recording) Widely used item-level metadata schemes: comparison of Dublin Core and OLAC metadata (OZ) 	<p>Read before class meeting:</p> <ul style="list-style-type: none"> instructor slides for week 4
W5 2/10	<ul style="list-style-type: none"> Phonetics and Phonology of South Asian Languages (SC in recording) Metadata creation guidelines (OZ) 	<p>Read before class meeting:</p> <ul style="list-style-type: none"> instructor slides for week 5 Skim GENERAL UNT Portal to Texas History metadata guidelines (for all digital collections): https://library.unt.edu/digital-projects-unit/metadata/quick-start-guide/, https://library.unt.edu/digital-projects-unit/metadata/input-guidelines-descriptive/ Skim Example of project-specific UNT Portal to Texas History metadata guidelines (College of Music recordings): https://library.unt.edu/digital-projects-unit/metadata/project-specific-guidelines-documents/, https://library.unt.edu/digital-projects-unit/metadata/comr-metadata-creation-guide/
W6 2/17	<ul style="list-style-type: none"> Syntax and Semantics of South Asian Language Structures (SC in recording) Syntaxes for encoding metadata: XML, JSON, RDF (OZ) 	<p>Read before class meeting:</p> <ul style="list-style-type: none"> instructor slides for week 6 <p>Assignment 2 (15% of the semester grade, DUE 2/17/20 2:00 pm Central in class): Student teams present about the language of their collection, where spoken, ISO code, what does the data look like, where it is from. This will be written both from a typological and metadata perspective, i.e., collection-level description.</p>
W7 2/24	<ul style="list-style-type: none"> Modern Technology and South Asian Languages; History of language documentation in South Asia (SC in recording) 	<p>Read before class meeting:</p> <ul style="list-style-type: none"> instructor slides for week 7 Bruce, T.R., & Hillmann, D. (2004). The continuum of metadata quality: defining,

	<ul style="list-style-type: none"> • Metadata quality evaluation (OZ) 	<p>expressing, exploiting, In D. Hillmann & E. Westbrook E. (ed.), <i>Metadata in Practice</i>. Retrieved from http://ecommons.library.cornell.edu/handle/1813/7895</p> <ul style="list-style-type: none"> • Tarver, H. (2010). Better guidelines, better functionality: How metadata supports the cycle of system improvement at UNT. In, Proceedings of the International Conference on Dublin Core and Metadata Applications. Retrieved from http://digital.library.unt.edu/ark:/67531/metadc29323/m2/
W8 3/02	<ul style="list-style-type: none"> • Current Status of Language cataloging language archiving for South Asia (SC) • IRB, Ethics, Digital Rights (invited speaker Dr. Susan Kung) 	<p>Read before class meeting:</p> <ul style="list-style-type: none"> • instructor slides for week 8
W9 3/9	SPRING BREAK	
W10 3/16	<ul style="list-style-type: none"> • Sociolinguistics and Language Ideologies in South Asia (SC) • Organization of Information in Language archives: findings of IMLS project (Mary Burke and OZ) 	<p>Read before class meeting:</p> <ul style="list-style-type: none"> • instructor slides for week 10 <p>Assignment 3 (15% of the semester grade; DUE 3/17: submission of a document in Canvas course site):</p> <p>Metadata guidelines: based on existing project-specific and general UNTL metadata guidelines, develop guidelines on how to create metadata to add to the collection you are curating</p>
W11 3/23	<ul style="list-style-type: none"> • FLEx for creating IGT; PRAAT for audio analysis (SC) 	<p>Read before class meeting:</p> <ul style="list-style-type: none"> • instructor slides for week 11 <p>Start assembling your final project</p>
W 12 3/30	<ul style="list-style-type: none"> • resentation on uses of IGT to create new IGT (invited speaker Dr. Sara Moeller over Zoom) • Metadata interoperability: mapping, crosswalks, application profiles, etc. (OZ) 	<p>Read before class meeting:</p> <ul style="list-style-type: none"> • instructor slides for week 12
W13 4/06	<ul style="list-style-type: none"> • Metadata in Lamkang and Burushaski collections at UNT (invited speaker Mark Phillips) • Uses of data in language archive. Test cases from Lamkang and Burushaski (invited speakers Dr.Alexis Palmer and/or Dr. Taraka Rama). 	<p>Read before class meeting:</p> <ul style="list-style-type: none"> • instructor slides for week 13 <p>Optional extra credit assignment (4% of semester grade):</p> <ul style="list-style-type: none"> • option 1: language archive use observation session with Mary [for week 13 session, email Mary to schedule it before class meeting] , OR • option 2: metadata quality evaluation exercise (due April 17th)
W14 4/13	<ul style="list-style-type: none"> • SayMore - Data Management Tools for Linguists (SC) 	<p>F2F section students: bring laptops to the class meeting and connect to Zoom class meeting</p> <p>Read before class meeting:</p>

	<ul style="list-style-type: none"> In class demo and practice: create a transcript of an audio or video recording. 	<ul style="list-style-type: none"> instructor slides for week 14 Optional extra credit assignment (4% of semester grade): <ul style="list-style-type: none"> option 1: language archive use observation session with Mary [for week 14 session, email Mary to schedule it before class meeting] , OR option 2: metadata quality evaluation exercise (due April 17th)
W15 4/20	<ul style="list-style-type: none"> Introduction to Metadata as Linked Data (OZ) Metadata management in UNT digital repositories, UNT metadata as Linked Data (invited speaker Hannah Tarver) 	Read before class meeting: <ul style="list-style-type: none"> instructor slides for week 15 Berners-Lee, T. (2007). <i>Testimony Before the United States House of Representatives Committee on Energy and Commerce Subcommittee on Telecommunications and the Internet Hearing on the "Digital Future of the United States: Part I -- The Future of the World Wide Web"</i>. Retrieved from http://dig.csail.mit.edu/2007/03/01-ushouse-future-of-the-web.html
W16 4/27	No teaching team presentations	Assignment 4a (20% of the semester grade) DUE 04/27/2020, 2:00 pm: Final project presentation: live in class by student teams Submit Course Evaluation Survey (SPOT). DUE 04/30/2020, 11:59 pm
W17 5/04	Semester wrap up	Assignment 4b (20% of the semester grade) DUE 05/04/2020, 11:59pm: Turn in the written final project report with metadata creation guidelines, item-level and collection-level metadata for team's language collection. Assignment 4c (10% of the semester grade) DUE 05/05/2020: submit the peer evaluation form to rate contributions of your team members to the project